



US Environmental Protection Agency Office of Pesticide Programs

Funding Opportunity Announcement

Tribal Pesticide and Special Projects; Request for Proposals
EPA-OPP-07-001

July 10, 2007

Funding Opportunity Announcement

Overview Information

The following list provides key information concerning this funding opportunity:

Federal agency and office name: Environmental Protection Agency (EPA), Office of Prevention, Pesticides and Toxics Substances (OPPTS), Office of Pesticide Programs (OPP)

Funding opportunity title: Tribal Pesticide and Special Projects; Request for Proposals

Funding Opportunity Number: EPA-OPP-07-001

Announcement Type: Initial Announcement

Catalog of Federal Domestic Assistance (CFDA) number: 66.716

Dates: Applications must be postmarked or received thru grants.gov on or before August 24, 2007.

Brief Description: The Office of Pesticide Programs (OPP), in coordination with the EPA regional offices, is soliciting pesticide and special project proposals from eligible tribes, Alaska native villages, and intertribal consortia for fiscal year (FY) 2007 funding. Under this program, cooperative agreement awards will provide financial assistance to eligible tribal governments, Alaska native village governments, or intertribal consortia to carry out projects that assess or reduce risks to human health and the environment from pesticide exposure. Although the proposal may request funding for activities that will further long term objectives, this program provides one-time funding, and the maximum period of performance for funded activities is expected to be approximately 12 months. OPP encourages the submission of proposals for multi-tribal projects. The total amount of funding available for award in FY 2007 is expected to be up to \$400,000, with a maximum funding level of \$50,000 per project.

I. Funding Opportunity Description

A. Authority

EPA expects to award cooperative agreements under the authority provided in the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA, 7 U.S.C. 136r) Section 20 which authorizes the Agency to issue grants or cooperative agreements for research, public education, training, monitoring, demonstration and studies. Regulations governing these cooperative agreements are found at 40 CFR Part 31 for States and local governments. In addition, the provisions in 40 CFR Part 32, governing government wide debarment and suspension; and the provisions in 40 CFR Part 34, regarding restrictions on lobbying apply. All costs incurred under this program must be allowable under the applicable OMB Cost Circulars: A-87 (States and local governments). Copies of this

circular can be found at <http://www.whitehouse.gov/omb/circulars/> In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (e.g., lobbying members of Congress or lobbying for other Federal grants, cooperative agreements or contracts). See 40 CFR Part 34.

B. Program Description

1. Purpose and Scope. Cooperative agreements awarded under this announcement are intended to provide financial assistance to eligible tribes, Alaska native villages, and intertribal consortia for projects that assess and/or reduce the risks of pesticide exposure to human health and the environment. For this solicitation, the word “tribe” refers to federally recognized tribes as well as to federally recognized Alaska native villages, and any intertribal consortium defined as a partnership of two or more federally recognized tribes authorized by its membership to apply for, and receive, assistance under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).

2. Activities to be funded. Funds may be used for research, development, monitoring, public education, training, demonstrations, and studies related to pesticide control. Projects may be targeted to any pesticide related concern or need facing a tribe or intertribal consortium. The following are the areas of focus for projects that may be funded:

Core Pesticide Field Program projects in Water Quality, Endangered Species, Worker Protection, Certification and Training with relationship to pesticide issues that protect health or the environment. Some examples would be:

- Monitoring of surface water or ground water
- Determining if media may be impaired by pesticides
- Predicting potential exposure to endangered or threatened species,
- Establishing a baseline of contamination from which to measure progress toward future improvement in the environment
- Developing means or methods to address worker exposure concerns.

Non core Pesticide Field Program activities such as invasive species control, integrated pest management programs, container and containment strategies with relationship to pesticide issues that protect health or the environment. Some examples of these types of projects would be:

- Creating and implementing a new and innovative system for the proper disposal of pesticides
- Educational outreach to the community on pesticide controls.
- Sampling projects may include soil sampling, residue sampling on culturally significant/medicinal plants, or sampling to determine the effects of pesticides on cultural activities, such as subsistence hunting and fishing.

Media quality and non-media quality pesticide related projects are equally eligible for funding under this grant program.

3. Goal and Objectives. EPA intends that recipients will use funding provided under this Tribal Pesticide and Special Project Program to help address the specific, pesticide related concerns of their communities. The Agency will consider funding a broad range of projects that assess or reduce pesticide exposure risks to human health and the environment in Indian country.

4. History. Since 1997, EPA has provided funding for projects that supported pesticide management and water quality protection in Indian country. For the purposes of this solicitation, the term “Indian country” means (1) All land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and including rights-of-way running throughout the reservation; (2) All dependent Indian communities within the borders of the United States, whether within the original or subsequently acquired territory thereof, and whether within or without the limits of the State; and (3) All Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same.

Each year since 1997, EPA’s Office of Pesticide Programs, in coordination with the EPA regional offices, has awarded approximately \$400,000 annually to eligible tribes, Alaska native villages, and intertribal consortia for projects supporting pesticide management and water quality goals.

5. EPA strategic plan linkage and anticipated outcomes/outputs.

- Linkage to EPA Strategic Plan/GPRA Architecture. These assistance agreements will support EPA Strategic Plan Goal 4 – Healthy Communities and Ecosystems; objective 4.1 – Chemical, Organism and Pesticide Risk; Program/Project 09 – Categorical Grant: Pesticide Program Implementation.
- Outcomes. The expected outcomes of the awards under this announcement include: Incrementally improve the health and encompassing environmental conditions in Indian country through funding, project oversight and performance measurements of projects that are intended to protect health and the environment in Indian Country with a focus on benefits, transferability and sustainability. The field program measures generally focus on providing tribes protection comparable to states with the widest coverage, and working with the most at risk populations.
- Outputs. The anticipated output of the projects to be awarded under this announcement include: Reports, Outreach materials and other deliverables, annual regional assessments, annual Headquarters project reviews, internal and external trends analysis, incorporation into long range strategic planning documents.

II. Award Information

The total expected amount available for award under this announcement will be up to \$400,000. In 2006 changes were made to the program approach that will impact the total amount of funds available for special project grants. The Agency anticipates awarding up to eight projects with a maximum funding level of \$50,000 per project.

EPA will award funding in the form of a cooperative agreement according to FIFRA Section 20. Selection of projects will be based on the criteria established in this announcement. Recipients should expect substantial involvement of the Federal Project Officer in activities such as: review of project, measurements and quality assurance plans; coordination with headquarters, regional and local EPA personnel; project evaluation and other similar activities. Final decisions on content of document and training materials will be made by the recipient.

The EPA reserves the right to make additional awards under this announcement consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than 6 months from the date of the original selection decisions.

EPA reserves the right to reject all proposals and make no awards under this announcement or make fewer awards than anticipated. In addition, EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of the proposed project. If EPA decides to partially fund the proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and the evaluation/selection process.

III. Eligibility Information

1. Eligible applicants. Eligible applicants include federally recognized Tribal governments, federally recognized Alaska native villages, or any intertribal consortium. Funding for the projects will be provided from the Agency's appropriated STAG funds. Due to this appropriation, eligibility is limited to the above applicants.

2. Cost sharing/matching. There are no cost share requirements for this project.

3. Threshold eligibility requirements. To be eligible for funding consideration, applicants must meet all of the following criteria. Failure to meet the following criteria will result in the automatic disqualification of the proposal. Applicants will be notified within 15 calendar days if they did not meet the threshold factors listed below.

- a. Only one project proposal may be submitted per applicant. Additional ones will be rejected.
- b. The projects must be targeted to a pesticide concern or need facing a tribe or intertribal consortium, including, but not limited to:
 - Development/support of exposure and risk assessment capacity.

- Traditional tribal life ways/subsistence. Effects of pesticides on cultural activities.
- Assessment of the need for and/or development of a pesticide management policy or plan.
- Relate to Water, Air or other media quality.
- Consideration of integrated pest management, reduced pesticide use, or alternatives to pesticides.
- Sampling.
- Concerns associated with the return of culturally and spiritually significant items that may have been exposed to pesticides as part of historical preservation efforts by museums or other collectors.
- Noxious weed education materials and/or control alternatives.
- Public outreach/education materials relating to pest management and/or pesticide safety.

c. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV with respect to the proposal and/or parts of the proposal, pages in excess of the page limitation will not be reviewed. Applications must be postmarked or received thru www.grants.gov on or before August 24, 2007. Proposals received after the date of posting will be returned to the sender without further consideration.

IV. Application and Submission Information

Potential applicants may contact the appropriate EPA Regional representative and/or the EPA OPP to clarify eligibility requirements. Contact information is in Section VII. Applicants may submit the proposal materials described below by hard copy or electronically thru grants.gov as explained further below – use only one method to submit the materials.

A. Proposal Materials

The proposal package must include all of the following materials:

1. Standard Form (SF) 424, Application for Federal Assistance: Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

2. Standard Form (SF) 424A – Budget Information: Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs

are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

3. Project Proposal

The attached document must be no more than 20 pages using 8.5 x 11 inch paper with minimum 1 inch horizontal and vertical margins. The page limit applies to the entire project proposal (except the appendixes); the page limits for individual sections listed below are recommendations only. The document must be readable in PDF, MS Word or WordPerfect for Windows and consolidated into a single file.

Pages must be numbered in order starting with the cover page and continuing through the appendixes. All project proposals must contain the following with the corresponding page numbers:

Cover Page (page 1). The cover page must list the following information:

- EPA docket ID number: EPA-HQ-OPP-2007-XXXX
- Project Title:
- Project Coordinator:
- Organization Name and Address:
- Telephone No.:
- Fax No.:
- Email Address:
- Project Duration (including Starting Date and Ending Date):
- First Year Funding Request:
- Second Year Funding Request, if applicable:
- Total Funding Request (for the entire project):
- Indicate if this proposal is for new activities connected with a previously EPA funded project. If yes, please provide the following:
 - EPA Assistance Number: _____
 - Budget Period of Project: _____

Executive Summary (page 2). Stand-alone document, recommended not to exceed one page. It must concisely explain the objectives, outputs, and outcomes of the proposed project.

Proposal Narrative (15 pages recommended). Includes Parts I - X as identified below.

Part I. Project title. Descriptive project title.

Part II. Project description and objectives

- Purpose Statement: One sentence description of what will be accomplished as a result of the project.

- Objectives: Identify the key factors or achievements necessary to the success of your project. Specify the current situation and the critical needs which demonstrates the reason your proposal should receive funding support;
- Rationale: Describe the current situation and the critical needs identified. Why is the project important at this time? Address any barriers that may limit the effectiveness of your program. Provide information on the residents (tribal members or non tribal members), explain how much of the reservation is under cultivation with pesticides, including information on wetlands or natural resource preserves.
- Project Activities: Provide an estimated time-line or schedule of expected target dates and milestones to achieve specific tasks and activities that will be conducted to accomplish the objectives. Describe why you have chosen these activities to obtain the desired environmental results. What tools, events, technologies, processes or actions need to be developed or performed in order to accomplish the project objectives? Describe the target audience and geographic area intended for this project, and how you will encourage participation by these groups. Provide evidence of stakeholder participation in the project.

Part III. Background information. This should contain information on current state of knowledge in the area of the proposed project. This may be in the form of a literature review or a summary of collective activities. Pesticide related projects that address a wide variety of issues of concern to Indian country are eligible for funding under this grant program. If your organization has received previous funding on related efforts, please provide the agency/organization name and project number/identification. If the applicant has never received funding under this grant program, it should be clearly noted in the proposal.

Part IV. Resources. What human resources, potential collaborators and/or existing networks do you offer to increase possibility of project success? Please state the role these people and/or organizations will play in the project. Please provide the following information within your proposal: information on whether the person(s) designated to lead the project have the technical expertise he or she will need to successfully manage/complete the project; information on the experience of the project leader in grant and project management; information on the education, skills, and training of the project leader, and as appropriate, please cite specific examples; if this project will develop new tribal capacity, describe how the project leader and/or staff will gain necessary training and expertise; to whom does the project leader report; what systems of accountability and management oversight are in place to ensure that this project stays on track; if previously performed work directly impacts this project, briefly describe the connection; if a directly relevant project is currently ongoing, what progress has been made; and if this new project builds upon earlier efforts, how will the tribe use the knowledge, data, and experience derived from previous projects to shape this new proposed activity.

Part V. Performance Measures and Expected Outcomes and Outputs. Identify the specific outputs and what will be different as a result of this project? Identify the quantitative and qualitative outcomes of the project, including what measurements you will use and how you will measure and evaluate the improvements to human health, the

environment and/or community? Identify the plan/approach for tracking and measuring the progress towards achieving the expected outcomes and outputs including those described in Section I. Performance Measures and Expected Outcomes and Outputs. What will be different as a result of this project? How will you measure improvements to human health, the environment, and/or community? How do you intend to track and measure your progress towards achieving the expected project outputs and outcomes, including those identified in Section I of this announcement?

- All project proposals need to explain how the proposed project addresses the following items:
 - How the project actively involves stakeholders.
 - The applicant's history of working with stakeholders on pesticide related projects.
 - The scope of the project. For example:
 - for agricultural projects, the number of acres impacted by the project;
 - for school, daycare, or structural IPM projects, the number of people impacted by the project;
 - The direct or surrogate measures of benefits to the environment and human health from any tools and techniques developed in the project.
 - Direct measures identify actual environmental changes occurring from the proposed activity. For example: benefits to water and/or air, soil quality, applicator and worker health, community.
 - In contrast, surrogate measures identify changes in strategies or behavior that should lead to environmental changes. For example: an increase in the percentage of growers using an IPM technique.

Projects must be for research (applied), development, monitoring, public education, training, demonstrations, or studies. Awardees will be required to report on all measures at six months, annually and at end of project, as identified in Section VI.

Part VI. Outreach. Describe how the project will be promoted to ensure project information and outcomes are clearly presented and reach the intended audience. The submitted proposal must describe a variety of methods for education and information dissemination, and will not only rely on an Extension bulletin, research article, or presentation at a conference as the primary outreach activity. Projects are encouraged to use hands-on workshops, field tours, discussion groups, and other methods to encourage learning and adoption/information dissemination/replicability.

Part VII. Sustainability. Describe how the project efforts may continue after EPA funding ends. Describe to the greatest extent possible how information and outcomes from the project may be useful to other locales, commodities, or other audiences.

Part VIII. Budget Table. In addition to Form 424A, provide a narrative on how resources will be spent, as linked to specific project objectives. If indirect costs are included, the indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated.

Part IX. Environmental Results Past Performance. Submit a list of federally funded assistance agreements that your organization performed within the past three years (no more than five agreements, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V (Application Review Information), EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from the EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V (Application Review Information).

Part X. Programmatic Capability. Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the past three years (no more than five agreements, and preferably EPA agreements) and describe whether, and how, you were able to successfully complete and manage those agreements including submitting acceptable final technical reports under the agreements. In evaluating applicants under this factor in Section V (Application Review Information), EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V (Application Review Information).

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note: Applicants should also provide in the project proposal any additional information,

To the extent not otherwise covered above, that addresses the evaluation factors in Section V.

All project proposals must contain the following appendices as attachments to the project proposal and will not count as part of the 20 page limit for the project proposal. There is no page limit to these attachments:

Appendix A: Letter or resolution from the tribal leadership showing support for, and commitment to, the project should be submitted. (If it is not possible to obtain a letter/resolution from your tribal leader to submit with your project proposal, an

interim letter of explanation must be included with the proposal. An original letter/resolution from your tribal leadership will be required prior to project award.) If the applicant is a consortium of federally recognized tribes (as defined in Unit II.B.), a letter from the consortium leadership, on consortium letterhead, affirming consortium status and member tribes= support for the project, must accompany the proposal.

Appendix B: *Resumes*: Brief resumes for each major project participant (not to exceed two pages) should be submitted in this appendix. The name, title of the person(s) who will conduct each phase or task of the project.

Appendix C: *Letter of confirmation of availability for any other funds needed to complete the project*. If your proposal requires the use of additional funds for leveraging, please include a letter from the funding source, confirming that these monies are available for the project. If the budget includes a tribal in-kind contribution, a letter of confirmation is not needed.

Appendix D: *Additional information*. Additional information, including maps, data tables, excerpts from studies, photographs, news media reports, or other documents should be included in appendices to the main project proposal, when they add significant supporting detail to the main proposal. Appendix titles, and their starting page numbers, should be included in the Table of Contents, just after the proposal cover page.

B. Proposal Preparation and Submission Instructions

Applicants have the option of applying electronically by using grants.gov or by hard copy using U.S. mail or commercial delivery service. Applicants must utilize only one method for submitting their proposal package. If applying electronically via grants.gov, follow the "Instructions for Electronic Submissions." If applying by hard copy, follow the "Instructions for Hard Copy Submissions."

Instructions for Electronic Submissions:

If you wish to apply electronically via grants.gov, the electronic submission of your proposal package must be made by an official representative of your institution who is registered with grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov>¹ and click on "Get Registered" and then click on "For AORs" (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov>¹ and click on the "Apply for Grants" tab on the left side of the page. Then click on "Apply Step 1: Download a Grant Application Package and

Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using grants.gov. You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-OPP-07-001, or the CFDA number (CFDA 66.714), in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov>¹ (to find the synopsis page, go to <http://www.grants.gov>¹ and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to go to EPA opportunities).

Please be sure to view the instructions for applying electronically under this announcement through use of grants.gov that are available for download on grants.gov.

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp> or contact grants.gov by phone at 1-800-518-4726. You may also contact your [EPA Regional Tribal Coordinator listed in Section VII](#).

The following documents are required to be submitted:

1. Standard Form (SF) 424, Application for Federal Assistance: Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

2. Standard Form (SF) 424A – Budget Information: Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.
3. Project Proposal (and any appendixes) - Prepared as described in Section IV.A.3 of the announcement.

Documents 1-3 above should appear in the “Mandatory Documents” box on the grants.gov Grant Application Package page.

For documents 1 and 2, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant

Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document 3, you will need to attach electronic files. Prepare your project proposal as described in Section IV.A.3 of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal (e.g., the appendixes described at the end of Section IV.A.3 of the announcement), you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY07– Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 07 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY07 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year, and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact grants.gov for assistance by phone at 1-800-518-4726 or email at

<http://www.grants.gov/help/help.jsp> or contact your Regional PESP Coordinator listed in Section VII (Agency Contact).

Electronic Application Submission Deadline: Your organization's AOR must submit your complete proposal package electronically to EPA through grants.gov (<http://www.grants.gov>¹) no later than 11:59 P.M. on August 24, 2007.

Materials submitted through grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from [grants.gov](http://www.grants.gov)*) within 30 days of the proposal deadline, please [contact your Regional PESP Coordinator listed in Section VII \(Agency Contact\)](#). Failure to do so may result in your application not being reviewed.

Instructions for Hard Copy Submissions:

If applicants choose to submit a hard copy, you must submit a copy (mail or commercial delivery service) of the proposal materials described in Section IV. A to the Regional Tribal Coordinator listed in Section VII (Agency Contact) for the region where the applicant is proposing to perform the project, with a copy as an MSWord, PDF or WordPerfect file on disk or CD. The original, signed package must be addressed to the appropriate Regional Tribal Coordinator and postmarked by the proposal closing date of August 24, 2007. Contact the appropriate Regional Tribal Coordinator if you have questions regarding submission of your proposal materials. To ensure proper receipt by EPA, it is imperative that you identify docket ID number EPA-HQ-OPP-2007-[] in the subject line on the first page.

Hard Copy Submission Deadline: Proposal packages must be received by the appropriate [EPA Regional Tribal Coordinator](#) listed in Section VII on or before August 24, 2007 to be considered for funding.

- C. *Intergovernmental review.*** This program is excluded from coverage under Executive Order 12372.
- D. *Funding restrictions.*** Indirect Cost Rate must be included in the budget. Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.
- E. *Confidential Business Information.*** In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidential claims in accordance with 40 CFR

Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(2) prior to disclosure.

- F. *Pre-proposal/Application Assistance and Communications:*** In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/ proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. For additional information contact the list of [EPA Regional Tribal Coordinator](#) listed in Section VII.

V. Application Review Information

1. Review and Selection Process. Application packages will be reviewed by EPA regional office personnel to ensure they meet the threshold eligibility criteria in Section III. Each eligible proposal that meets the threshold eligibility factors will be evaluated by EPA regional staff against the evaluation/ranking factors described below in Part Section V.b. *Selection criteria*. Each proposal will be given a numerical score, with a total of 100 points possible. The EPA Regional staff will send all proposals evaluated, complete with regional comments and the regional rankings, to the Office of Pesticide Program's Tribal representative. Those proposals will be reviewed by OPP's review panel to make final selection recommendations to the Selection Official based on the criteria listed in Section V.b. *Selection criteria*. In making these recommendations, the OPP review panel will consider the Regional rankings and comments, funding availability, as well as their own evaluation of the proposals against the ranking criteria listed in Section V.b. *Selection criteria* below, and then develop a list of top rated proposals.

b. Selection criteria. Each eligible proposal will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their application package submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

- ***Project Description and Objectives (25 points)*** – Under this criterion, applicants will be evaluated based on the following: (i) Does the proposal clearly address the technical approach for accomplishing this project, the importance of the project and the expected outcomes (10 points); (ii) does the proposal provide information on the residents (tribal members or non tribal members), how much of the reservation is under cultivation with pesticides, including information on wetlands or natural resource

preserves (5 points); and (iii) does the budget accurately reflect the objectives (10 points).

- ***Programmatic Capability (20 points)*** - Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years (5 points); (ii) its history of meeting reporting requirements under federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements (5 points); (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project (5 points), and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (5 points). Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this criterion.

- ***Environmental Results Past Performance Criterion (10 points)*** - Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score of 5 points for this factor.

- ***Benefits, Sustainability, Transferable Results (30 points)*** - Under this criterion, the applicants will be evaluated based on information provided that shows whether and how the project will continue to provide benefits to the tribe or other tribes after the period of performance has expired and this funding is no longer available. The following will be evaluated: does the proposal provide information to show the benefits of the project to be sustained over time (4 points); can the project results be incorporated into existing and/or future pesticide-related tribal environmental activities

(4 points); does the proposal clearly address the deliverables, experiences, products, or outcomes resulting from the project transferable to other communities? Might this project readily be implemented by another tribe (4 points); does the project address ecological, human health benefits, or quality of life issues (4 points); does the project have limited or broad application to address risks related to pesticides (4 points); does the applicant recognize a need for coordination between tribal agencies and outside communities, and/or federal, state or local agencies (4 points); does the tribe outline a plan to provide outreach to other tribes such as presentations to EPA, TPPC or other organizations, or does the tribe commit to providing materials that can be shared through electronic media to a broader audience of stakeholders (6 points).

Environmental Results Outcomes and Outputs (15 points) – Under this criterion, applicants will be evaluated based on how well the proposed project is supported by a clearly articulated set of performance and progress measures. Reviewers will evaluate the project proposal in relation to its likelihood to achieve predicted environmental results, including the likelihood of attaining expected outcomes, reaching project goals, and producing on-the-ground, quantifiable environmental change. The following will be evaluated under this criterion: Does the proposal outline the environmental improvement that is expected from the project (5 points); explain whether the applicant adequately developed measures for how the project will be evaluated and whether or not it will be considered a success (5 points); and describe the plan/approach for tracking and measuring the progress towards achieving the expected outcomes and outputs (5 points).

c. Selection official. The final funding decisions will be made from the group of top rated proposals (as determined by the OPP review team) by the Chief of the Government and International Services Branch, Field and External Affairs Division, Office of Pesticide Programs. In making the final funding decisions, the Selection Official may also consider funding availability and program balance.

VI. Award Administration Information

1. Award notices. Successful applicants will be notified by email and/or standard mail by EPA's Office of Pesticide Programs.
2. Applicants who are selected may be required to develop and submit a Quality Assurance Project Plan (QAPP), if the proposed project generates environmental data. For more information, go to www.epa.gov.

3. Administrative and national policy requirements. The award and administration of these assistance agreements will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements to states, tribes, and local governments set forth at 40 CFR part 31. In addition, the provision in 40 CFR part 32, governing government-wide debarment and suspension, and the provisions in 40 CFR part 40 regarding restrictions on lobbying, apply.

All costs incurred under this program must be allowable under the applicable OMB Cost Circular A-87. Copies of this circular can be found at <http://www.whitehouse.gov/omb/circulars/> In accordance with the EPA policy and the OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. See 40 CFR part 34.

4. Reporting requirements. Funding recipients must complete biannual progress reports, annual reports and provide a final report at the end of the grant period (90 days after the close of the project period at the latest.) Progress reports must address the status of all objectives and activities in the proposal (including measures), and a statement of impacts and expenses. Quarterly Financial Status Reports will also be required.
5. Dispute resolution process. Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in the Federal Register of January 26, 2005 (70 FR 3629) (FRL-7863-3), which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1271.htm>. Copies of these procedures may also be requested by contacting Regional SAI contacts listed in Section VII.
6. All costs charged to these awards must be allowable under the applicable OMB Cost Circular A-87 which can be found at <http://www.whitehouse.gov/omb/circulars/>.

VII. Agency Contacts

For additional information, contact: Mary Powell, Field and External Affairs Division (7506P), Office of Pesticide Programs, Environmental Protection Agency, 1200 Pennsylvania Ave., NW, Washington, DC 20460-0001; telephone number: (703) 305-7384; fax number: (703) 308-1850; email address: powell.mary@epa.gov or contact the EPA regional tribal pesticide contacts are as follows:

EPA Region I (Connecticut, Maine, New Hampshire, Rhode Island, Vermont). Rob Koethe, EPA Region I, One Congress St., Suite 1100, (CPT), Boston, MA 02114-2023, telephone: (617) 918-1535, fax: (617) 918-1505, e-mail: koethe.robert@epa.gov.

EPA Region II (New Jersey, New York, Puerto Rico, Virgin Islands). Tracy Truesdale, EPA Region II, U.S. EPA Facilities, Raritan Depot (MS205), 2890 Woodbridge Ave.,

Edison, NJ 08837-3679, telephone: (732) 906-6894, fax: (732) 321-6771, e-mail: truesdale.tracy@epa.gov.

EPA Region III (Delaware, Maryland, Pennsylvania, Virginia, West Virginia, District of Columbia). Fatima El Abdaoui, EPA Region III, Chestnut Building (3AT11), Philadelphia, PA 19107, telephone: (215) 814-2129, fax: (215) 814-3114, e-mail: el-abdaoui.fatima@epa.gov.

EPA Region IV (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee). Randy Dominy, EPA Region IV, 61 Forsyth St., SW., Atlanta, GA 30303, telephone: (404) 562-8996, fax: (404) 562-8973, e-mail: dominy.randy@epa.gov.

EPA Region V (Illinois, Indiana, Michigan, Minnesota, Wisconsin). Meonii Crenshaw, EPA Region V, 77 West Jackson Boulevard (DT-8J), Chicago, IL 60604-3507, telephone: (312) 353-4716, fax: (312) 353-4788, e-mail: crenshaw.meonii@epa.gov.

EPA Region VI (Arkansas, Louisiana, New Mexico, Oklahoma, Texas). Greg Weiler, EPA Region VI, 1445 Ross Avenue, (6PD-P), Dallas, TX 75202-2733, telephone: (214) 665-7564, fax: (214) 665-7263, e-mail: weiler.gregory@epa.gov.

EPA Region VII (Iowa, Kansas, Missouri, Nebraska). Craig Thomson, EPA Region VII, 210 Walnut St., Room 473, Des Moines, IA 50309-2109, telephone: (515) 284-4612, fax: (515) 284-7181, e-mail: thomson.craig@epa.gov.

EPA Region VIII (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming). Margaret Collins, EPA Region VIII, 999 18th St., (8PBP3T), Denver, CO 80202-2466, telephone: (303) 312-6023, fax: 303-312-6044, e-mail: collins.margaret@epa.gov.

EPA Region IX (Arizona, California, Hawaii, Nevada, American Samoa, the Commonwealth of the Northern Mariana Islands, Guam). Allen Demorest, EPA Region IX, 75 Hawthorne St., (CED-5), San Francisco, CA 94105, telephone: (415) 947-4214, fax: (415) 947-3583, demorest.allen@epa.gov.

EPA Region X (Alaska, Idaho, Oregon, Washington). Theresa Pimentel, EPA Region X, 1200 Sixth Avenue, (OCE-084), Seattle, WA 98101, telephone: (206) 553-0257, fax: (206) 553-1775, e-mail: pimentel.theresa@epa.gov.